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8 December 1960

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Security Records Division  
(Master Index)

1. This memorandum is for information only.

2. The Master Index of the Security Records Division of this office consists of 1,750,000 alphabetical index cards. It is growing at the rate of approximately 12,000 cards per month at this time. The Indices Section of the Security Records Division which is responsible for the preparation, searching and overall maintenance of the index has [redacted] employees, including [redacted] As an indication of the volume in this operation, during the past twelve months, this section conducted 394,000 searches and filed 158,000 index cards.

3. The importance and size of this operation has presented to this office the necessity of taking all reasonable means consistent with good management to increase the efficiency, lessen the time element and to generally bring to it the most modern and up to date methods of mechanization and automation. Consistent with this approach, [redacted] Acting Chief, Security Records Division, has been closely coordinating this problem over an extended period of time with [redacted] Chief, Records Management Staff/Management Staff. This officer has arranged for [redacted] to visit the Prudential Insurance Company at Newark, New Jersey, Government Employees Insurance Company, Washington, D. C., Social Security Administration, Baltimore, Maryland, Passport Division, State Department, Federal Bureau of Investigation and U. S. Civil Service Commission. All of these companies and departments have a common

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problem involving large sized alphabetical indices. For example, the Prudential Insurance Company at Newark, New Jersey maintains an index of over 12,000,000 cards; the Federal Bureau of Investigation Index contains in excess of 20,000,000 cards. These two organizations, as well as all others visited, conduct manual searches of their indices and have precisely the same problem presented to us; namely, that of developing and implementing a mechanical means for quicker searches. None of the organizations as yet has found an answer to this mutual problem. Civil Service Commission has contracted for two consultants from a data processing machine manufacturer to study this problem. Through the fine auspices of the Records Management Staff, we have received the full benefit of the experience of the companies and departments visited and can be assured through future liaison that we will receive the benefit of their studies and research.

25X1 4. We are also maintaining a close and active liaison with [redacted] Chief, Automatic Data Processing Research Staff, Office of Management, to insure that all studies in this field by the Agency include our problem. It is understood that early in 1961 consultants will be assigned to the Office of Central Reference to survey the adaptability of the OCR index to data processing machines. Plans are being made to have these consultants explore our problem. In addition, [redacted] in the very near future, will survey our indices.

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5. As of this date, it is obvious to me that automation is the ultimate answer to a more efficient and economical operation of our indices. In the meantime, however, it is planned to effect mechanical modernization of our indices by utilizing Rol-Dex type equipment. The experience of organizations using this type of equipment has been highly satisfactory. We are also scrutinizing present work procedures involving the indices with the anticipated end of achieving substantial streamlining.

6. I shall advise you periodically of our progress with this problem.

[redacted]  
Shepherd Edwards  
Director of Security

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